

Internal/External  
**STATE OF MONTANA JOB VACANCY**

**MONTANA STATE PRISON**  
***An Equal Opportunity Employer***

December 18, 2008

<b>Job Title:</b>	Substance Abuse Counselor	<b>Position No.:</b>	39343
<b>Division:</b>	Montana State Prison	<b>Bargaining Unit:</b>	005 MFSPE
<b>Location:</b>	Deer Lodge	<b>Supplement:</b>	YES
<b>Status:</b>	Permanent/Full-Time	<b>Shift:</b>	8:00 – 4:00 Days to be determined
<b>Salary:</b>	\$19.956/hr	<b>Band:</b>	5

**Application Deadline:** Applications may be returned to any local Job Service Office or the Montana State Prison by email, fax or hard copy.

**Personnel**

600 Conley Lake Road  
Deer Lodge, MT 59722

**fax to** (406)846-2950

**email to** [whislop@mt.gov](mailto:whislop@mt.gov)

**Applications must be received by 5:00 p.m. on January 2, 2009.**

Application materials are available on the web at [www.cor.mt.gov](http://www.cor.mt.gov).

**SPECIAL INFORMATION:** Upon employment, successful completion of Basic Training for Prison employees is required. Must be able to respond in the event of an emergency; must be able to work in a stressful, potentially dangerous environment. **Attach a copy of the required license or professional certificate and Authorization for Release of Information forms from Chemical Dependency Certification Program and Department of Corrections.**

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 846-1320 ext 2202.

**Equal Employment Opportunity Employer:** Montana State Prison does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

**Typical Duties:** Assess the chemical dependency treatment needs of incarcerated inmates and provide primary treatment and case management in this area within the guidelines set forth by the state Alcohol and Drug Abuse Division; identifies and evaluates substance abuse treatment needs; identifies secondary issues of clients; makes decisions to admit clients to treatment; makes recommendations to discharge clients who are not meeting rules of conduct or meeting their treatment plan goals; designs and conducts primary treatment plans to identify course of action for inmate's participation in groups; conducts individual and group therapy sessions; documents therapeutic interventions with clients; develops discharge plans; facilitates patient aftercare planning; writes chemical dependency assessments; consults with staff concerning confusing or difficult cases; maintains case files, progress notes and other documentation; prepares letters and correspondence as required.

**Qualifications:** Requires a working knowledge of substance abuse therapy techniques, interview skills and problems associated with substance abuse, antisocial personality, and corrections system. Ability to develop programs, lead group therapy, provide individual treatment, make differential diagnosis of substance abuse, establish and maintain effective working relationships with employees, supervisors and inmates, to communicate effectively in writing and develop treatment plans. Ability to respond to crisis situations involving substance abuse.

**Education and Experience** The above qualifications are typically acquired through a BA degree in alcohol and drug studies, psychology, social work, counseling, or related field from an accredited institution; or an associates of arts degree in alcohol drug studies, chemical dependency, or substance abuse from an accredited institution; or graduation from a formalized chemical dependency counselor training program which is at least one year in duration; and 2000 hours of supervised work experience in chemical dependency counseling in a state approved chemical dependency program, an internship supervised by the college or university and endorsed by the Department or a similar program recognized under the laws of another state. Incumbent must have or be registered for Montana Chemical Dependency Counselor Certification through the Montana Department of Public Health and Human Services within 30 days of hire. Work experience must include experience in the 12 core functions including screening, intake, orientation, assessment, treatment planning, individual and group counseling, case management, crisis intervention, client education, referral, record keeping, and consultation with other professionals.

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH\*\***

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Compensation:** The entry salary is \$19.956 hourly, with raises granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employee's retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the

person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

**DEPARTMENT OF CORRECTIONS  
REFERENCE AND CRIMINAL BACKGROUND CHECK  
AUTHORIZATION FORM**

**Applicant's Name:** \_\_\_\_\_  
(Please print or type)

**Previous names (i.e. maiden name, previous married names)** \_\_\_\_\_  
\_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**List states where you have resided:** \_\_\_\_\_  
\_\_\_\_\_

**TO WHOM IT MAY CONCERN:** As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?** \_\_\_\_\_

**If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.**

**Jurisdiction:** \_\_\_\_\_

**Date of Conviction:** \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Date:** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

